

MINUTES
WARM SPRINGS PUBLIC SERVICE DISTRICT
February 8, 2012

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held on Wednesday, February 8, 2012, at the Morgan County Commission meeting room in the Morgan County Courthouse, Berkeley Springs, West Virginia, at 3:30 p.m.

Members present were Paul Zorich, Mike Jenkins, and Joyce Altomare. Also in attendance were Tom Altomare, Brenda Hutchinson, Kate Lehman, Fran Waugh, Patty Muldoon, Andy Jurick, and Rodney Hovermale.

Upon a motion by Mr. Jenkins, Ms. Lehman's presentation on behalf of the Warm Springs Watershed Association was moved to the top of the agenda. Her power point presentation was titled 'Why Good Streams Go Bad'. Ms. Lehman indicated that the Association was interviewing two engineering firms for a study of the watershed. Membership in the Association is available to anyone for \$10 per year.

Ms. Waugh and Ms. Muldoon went over CNB's proposal and pricing for various Express Deposit products. They offer complete accounts receivable process solutions. Mr. Hovermale will ask the PSD's billing software provider, Walter Frazier, for the cost to implement the automatic customer payment feature. He will also prepare an analysis of the A/R products offered by both CNB and City National Bank.

The next matter of business was the approval of the Minutes of the January 11, 2012, regular meeting. The Minutes were unanimously approved upon a motion by Mr. Jenkins.

The next matter of business was the approval of the invoices received. After discussion, the following thirty-three operating invoices were unanimously approved for payment upon a motion by Mr. Jenkins:

Operating:

1. American Bankers Ins. Co. (4/5/12 Flood Ins. Renewal BS)	1,521.00
2. Bank of America (Jan; earthlink, IP-clorox, & 1099's/W-2's)	119.93
3. Berkeley Club Beverages, Inc. (Jan; lab water)	24.00
4. B.S.W.W. (Feb; meter books; Nov, Dec, Jan; shut offs)	625.00
5. CNB, Inc. (Jan; interest, closing costs, legal, recording fees)	378.93
6. Scott Crunkleton (Feb; cell phone allowance)	20.00
7. Douglas Motors, Inc. (Jan; oil change for GMC)	29.87
8. Environmental Resource Assoc. (Jan; Lab QA/QC samples)	502.16
9. Glenn Francis (Feb; cell phone allowance)	20.00
10. G.H.S. Inc. (Jan; haul sludge ¼ & 1/25, plow parts)	1,285.00
11. Glen's Septic Service (Jan; 3 loads Cacapon to BS)	675.00
12. Guardian-Bethlehem (Jan; disability insurance admin. fee)	8.00
13. HD Supply Waterworks, LTD. (Jan; 2 way cleanout tees)	275.90
14. John Hobday, Jr. (Jan; opening sewer line on Rockwell St. -Swaim)	280.00

15. Rodney Hovermale (1/9 - 2/5 mileage)	60.75
16. Hunters Hardware (Dec; IP tools/fittings, Jan; bark nuggets, KMnO4)	140.04
17. Lumos Networks (Jan; phone billing, GC, BS, office)	233.09
18. Miss Utility of WV (Dec; notifications)	10.00
19. The Morgan Messenger (Jan; public notice-Permit Mod.)	126.00
20. Morgan Sanitation (Jan; dumpster rental)	122.12
21. Pifer Office Supply, Inc. (Jan; office supplies)	47.39
22. Postmaster (Jan 31; billing)	340.28
23. Potomac Auto Parts (Jan; socket extension)	7.09
24. Potomac Edison (Dec; PS#3, Jan; GC/BS-wwtp, BS-ps#2)	7,540.65
25. REIC Lab (Jan; GC & BS water analyses)	250.47
26. Roto-Rooter (Dec & Jan; lines cleared Laurel Ave & Rockwell Street)	553.50
27. Roy's Service Center (1/3 diesel, 1/20, 1/26, 2/3 gas)	349.00
28. Town of Bath (Feb; office rent)	750.00
29. UPS (Jan; REIC sampling BS & GC, pick-up camera for repair)	210.45
30. Unifirst (Uniforms: 1/23, 1/30, & 2/6)	176.97
31. US Cellular (Feb; service)	46.26
32. Waste Management (Jan; landfill)	1,453.17
33. Winschel Environmental (Jan; polymer)	1,770.00
	19,952.02

There were no sewer connection requests to be considered.

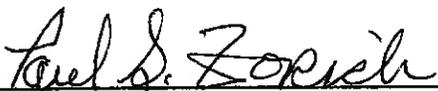
There were two requests for exceptions to the Leak Adjustment Policy. Charles Wilson (Account #71299001) requested an adjustment on his sewer bill for a leak in a plumbing fixture, and the leaking water went into his septic tank since he has not yet connected to the PSD's sewer line. Upon a motion by Mr. Jenkins, the request was tabled until the next regular meeting pending the receipt of a written opinion from the Public Service Commission. Hans Peter Moss (Account #10023701) is requesting an adjustment for a second water line leak that occurred during the quarter ending December 6, 2011. An adjustment was previously granted for a leak that occurred during the quarter ending June 7, 2011. The Policy limits an adjustment to one occurrence in a twelve month period. The request was denied upon a motion by Mr. Jenkins.

There was a request from Roanne Flora (Account #10005303) to waive the late payment fee. It has been the PSD's policy to grant no exceptions. The PSD received the payment on Monday, January 23, 2012, and the last day to pay before the late fee was Friday, January 20. The payment was processed online and the check was sent from the customer's bank. Mrs. Altomare made a motion to authorize a credit for the amount of the penalty, but then withdrew her motion. Upon a motion by Mr. Jenkins, the request for a waiver of the penalty was denied. It was suggested that she contact the bank to reimburse her for the penalty since they failed to get the check to the PSD on time.

The monthly financial reports were reviewed.

The draft Billing Policy including vacant houses was discussed. Attorney Mark Kauffelt had suggested adding a sentence exempting a property that has been declared uninhabitable by a qualified agency. The revised Policy was unanimously approved upon a motion by Mr. Jenkins. The Policy will be submitted to the Public Service Commission for comments and approval.

The meeting was adjourned at 5:45 p.m. upon a motion by Mr. Jenkins.


Paul S. Zorich, Chairman


Michael Jenkins, Secretary/Treasurer


Joyce Altomare, Member

WARM SPRINGS PUBLIC SERVICE DISTRICT

PAUL S. ZORICH
Chairman

271 Wilkes Street
P.O. Box 456
Berkeley Springs, WV 25411

MICHAEL JENKINS
Secretary/Treasurer

JOYCE ALTOMARE
Member

304-258-4118
fax: 304-258-7984

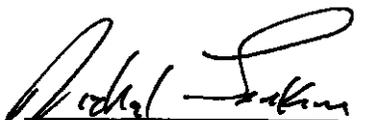
RODNEY D. HOVERMALE
Manager

Seat Belt Usage Policy

WSPSD personnel are reminded that seat belts must be used at all times while operating or riding in WSPSD vehicles or while acting as a representative of the WSPSD. All other safety equipment recommended by the manufacturer must also be utilized. Violations of this Policy will be cause for disciplinary action up to and including termination.

Adopted at a regular meeting of the WSPSD Board this 14th day of March, 2012.


Chairman


Secretary

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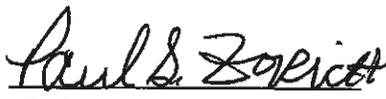
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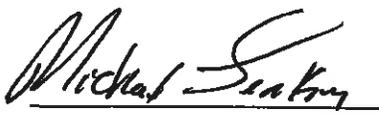
RODNEY D. HOVERMALE
Manager

Cell Phone Usage Policy

Use of a cell phone while driving is not recommended in any situation and WSPSD personnel are expected to refrain from using their phone while driving. Employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before using their cell phone. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the usage brief. Employees are reminded to always use discretion when using their phone while in public. Excessive, abusive or derogatory ring tones, music or other sounds are prohibited. WSPSD encourages silent or vibrate settings be used during business hours. WSPSD reminds employees that West Virginia State Law allows only hands free phone usage while driving.

Adopted at a regular meeting of the WSPSD Board this 14th day of March, 2012.


Chairman


Secretary

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RODNEY D. HOVERMALE
Manager

Personal Vehicle Use Policy

WSPSD personnel will be compensated for the use of their personal vehicle when used for approved business. Individuals will be reimbursed for travel to classes, meetings and other previously approved business at the US General Services Administration (GSA) mileage rate in effect at the time of the travel.

Personnel shall keep a log, including starting address or location (e.g. WSPSD plant) and destination, of all travel for which they wish to be reimbursed. In the event that mileage is not available, Mapquest.com mileage calculations will be used.

In the case of individuals using their personal vehicle to take a trip that would normally be made by air (e.g. Dulles to Orlando), the mileage reimbursement will not exceed the amount of the lowest available round trip coach airfare.

An employee who is arrested and convicted for Driving Under the Influence while in the performance of WSPSD business will be subject to disciplinary action up to and including termination.

Adopted at a regular meeting of the WSPSD Board this 14th day of March, 2012.


Chairman


Secretary

MINUTES
WARM SPRINGS PUBLIC SERVICE DISTRICT
February 8, 2012

A special meeting of the Public Service Board of the Warm Springs Public Service District was held on Wednesday, February 8, 2012, at the Morgan County Commission meeting room in the Morgan County Courthouse, Berkeley Springs, West Virginia, at 8:30 a.m. The purpose of the meeting was to consider and approve a General Manager employment contract with Rodney Hovermale.

Members present were Paul Zorich, Mike Jenkins, and Joyce Altomare. Mrs. Altomare had just been appointed one half hour earlier by the Morgan County Commission to replace Andy Jurick whose term had expired February 1. Also in attendance were Tom Altomare, Brenda Hutchinson, Rodney Hovermale, Dave Abner, Vivian Graham, Joyce Youngblood, Ginger Johnson, Debra Kesecker, and others.

Mr. Jenkins questioned the need for the special meeting. He also questioned the authorization for the legal review of the contract that was provided by Arnold & Bailey. Mr. Zorich replied that he had authorized the review, and that if the Board was not inclined to approve the expense, he would take care of it himself.

Mr. Jenkins made a motion to have Mr. Hovermale provide today to each board member a copy of the proposed employment contract. Additionally, this matter will be continued to the next scheduled meeting in March and further discussed at that time. The final part of the motion was that each Board member be provided within the next ten days: Mr. Hovermale's current job description, a list of his duties and responsibilities as Manager, and a salary history since 1995 including bonuses. Mrs. Altomare seconded the motion, and it was approved.

Mr. Jenkins made a motion that each Board member be provided with the final copy of the contract as provided by attorney Greg Bailey. Mrs. Altomare seconded the motion, and it was approved.

The meeting was adjourned at 8:45 a.m. upon a motion by Mr. Jenkins.



Paul S. Zorich, Chairman



Michael Jenkins, Secretary/Treasurer



Joyce Altomare, Member